

STATE OF GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES A HISTORY
RECORDS MANAGEMENT DIVISION

· 	GEORGIA				RECORDS	MANAGEMENT	DIVISION	
		TRUCTIONS: See	eparate instructions for	completion of		AGEMENT DIV	1 '	
			nie form. Sign original	. 1	Data Received	Application No.	Date Comp	leted
2.	[1]	forward to Department O	ent of Archives and Hi	story, Attention:	JUN 1 3 1973	13-40	9 JUN 1	8 1973
3.	AGENCY, Division, Subdivision & Adn	ninistering Office A	ddre ss		4. Person to Conta	4		5 (Vier - 2-)
	Department of Transpor	rtation			Douglas V	J Davie		* :
	Division of Highways		Surveys & Aer	ial Mappi	g	·· Davis	No	
	Fulton County Airport				5. Working Title Adm. Offic	cer	6. Tel. No. 696 463	14
7.	ACTION REQUESTED							
	ESTABLISH DISPOSITION S RECORD WILL CONTINUE		re.		OF PRESENT ACTHER ACCUMULA			· · · · · · · · · · · · · · · · · · ·
8.	Earliest & Latest Dates of Seri	es	9. Exact	Series Title				
	1954 to Date		Topog	raphic Qua	adrangle Map l	File	. •	*:
10.	What is the function of the offi	ice in which this	s record series is o	reated				
	The Division of Highway and maintenance of all highways and bridge combuilding and maintaining overweight and overdime the state highway system plans and specification state highway system.	roads and he nstruction, ag highways, ensional rulem, acquisit trol, locations, and the	oridges on the the inspection issuing permales and regulation of all ridon and aerial	State High and test its and entions for ghts-of-was surveys,	shway System. ting of materi aforcing compl the movement ay, vehicular preparation of	This inclass inclass used liance of of vehicland of constru	cludes in les on action	
	3 2. \(\)	Dies, Cil					1.7	
11.	This file contains the following	documents (inc	clude form number	s and titles,	if any, and file arr	angement):	•	
	Documents relating to h	highway sury	veys and locat	ion studie	es.			•
	Included are quadrangle	e maps.						
	File is arranged alpha-	-numerically	r. n. 2020 Pinis Stranger	* 20 1 4 7 स रेडिया कुली	neral (h. 1868) Del ne h			
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					_	- · · · · · · · · · · · · · · · · · · ·		
	·	<i>,</i>	ATTACH SAMPLES	OF THE FIL	E			
12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records			No. of Drawer	e Cu. Ft. of I	Records

12. EQUIPMENT OCCUPIED No. of Drawers Cu. Ft. of Records ANNUAL RATE OF ACCUMULATION Legal-size File Drawers Floor Space Occupied (Square Feet) Map file AVERAGE DAILY REFERENCES No. of Drawers Cu. Ft. of Records AND Drawers Cu. Ft. of Records AUSTRALE RECORDS AVERAGE DAILY REFERENCES No. of Drawers Cu. Ft. of Records Legal-size Cu. Ft. of Records AUSTRALE RECORDS AVERAGE DAILY REFERENCES 15 15 15

	QUESTIONNAIRE Place n	nn "x" in the proper co	lumn. If answer is "YE	S." please explain	•	YES	40
13.	Is this the Record Copy of	of the series?			A	[x]	, []
14.	Is there a duplication of the	his series in anothe	r office or agency?	1	1	[X]	[]
15.	Is the information contain	ned in this series e	ver summarized or	published? Attach copy of summar	y or publication.	[]	lx]
16.	Does the series contain c	lassified information	on requiring securit	ty handling?		[]	_X]
17.	Does the series initiate, a	mend or terminate	agency policies and	d procedures?	7	[]	Ix I
18.	Could the function be pe	rformed if the file	s were lost or dest	troyed?		(x)	[]
19.	Is the series (or major por	rtion of it) regularly	y microfilmed? If ye	es, why?		[]	[_X]
20.	Does the record series pr	ovide data as inpu	t to an EDP file?			[]	[x]
21.	Does the record series co	ontain documentati	on produced as El	DP printout?	2 Section		[x]
22.	Has the Federal Governm	ent issued instruc	tions governing ret	tention/disposition of these files?		[]	[x]
23.	Will there be a need for	these records 10,	15 years from how	w? If yes, what?	i da akatala	[x]	T (.)
24	ார் வகவி REQUIREMENTS. The follo	owing requires the	სეგადე <mark>ზ</mark> ნ ფ იქმი	ndefinitely ****	i light for growing	· · · · · · · · · · · · · · · · · · ·	,
	LAW rateror in efact b			LAW DECISION on for the retention requirement) டுப் கூறு கோர். இது நாத்திரை	VALUE	
					$\frac{1}{2} \frac{1}{2} \frac{1}$	ಧ†ೆದ್.	.5
25.		•	•	at the file series be cut off at the		9 [†] 83,	
25.	AGENCY RECOMMENDAT -[] CALENDAR YEAR	•	•	at the file series be cut off at the -[X] Other Updated map		9 † 200.	· · · · · · · · · · · · · · · · · · ·
25.	-[] CALENDAR YEAR [] Hold in the current f	-[] FISCAL YE	month(s)/	-[X] Other Updated map year(s):		9 to 1.	· · · · · · · · · · · · · · · · · · ·
25.	-[] CALENDAR YEAR [] Hold in the current f [] Transfer to [] Sta	-[] FISCAL YE	month(s)/	-[X] Other Updated map			· · · · · · · · · · · · · · · · · · ·
25.	-[] CALENDAR YEAR [] Hold in the current f	-[] FISCAL YE files area ate Records Center	Month(s)/ r [] Local Holdi	-[X] Other Updated map year(s): Ing Area; hold year(s):	e end of each		· · · · · · · · · · · · · · · · · · ·
25.	-[] CALENDAR YEAR [] Hold in the current formula [] Transfer to [] State [] Destroy. [] Transfer to State Arc [] Destroy immediately	-[] FISCAL YE files area ate Records Center chives for permaner after cut-off.	AR month(s)/ r ,[] Local Holdi r ,r retention.	-[X] Other Updated map year(s): ing Area; hold year(s):	e end of each		· · · · · · · · · · · · · · · · · · ·
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EXPLANATION OF YES ANSWERS - QUESTIONS 14 - 23

- 14. The State orders the maps from the Federal Geological Survey office.
- 18. The maps could be reordered from the Federal government.
- 23. The maps are updated periodically. Some of the maps in file are dated 1954.